



Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	C.K.B. COLLEGE, TEOK
Name of the head of the Institution	Dr. Bijoy Krishna Pachani
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09476866847
Mobile no.	9954451040
Registered Email	info@ckbcollegeteok.com
Alternate Email	bkpachani@gmail.com
Address	A.T. Road, Jogduar PO: Jogduar (Teok)Dist: - Jorhat
City/Town	Jorhat
State/UT	Assam
Pincode	785112
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Binoy Brot Rajkhowa
Phone no/Alternate Phone no.	08011581756
Mobile no.	9706923409
Registered Email	info@ckbcollegeteok.com
Alternate Email	ckbteoqiqa@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://ckbcollegeteok.com/files/iqac/60630c39e872f_aqar_report.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.ckbteok.com/files/ac19-20.pdf
5. Accrediation Details	

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	69.5	2004	25-Sep-2004	24-Sep-2009
2	B	2.59	2015	29-Sep-2015	28-Sep-2020

6. Date of Establishment of IQAC

12-Sep-2005

7. Internal Quality Assurance System**Quality initiatives by IQAC during the year for promoting quality culture**

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Awareness programme on SWAYAM	31-Aug-2019 1	20
FDP	20-Jan-2020 5	33

[View File](#)**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• IQAC organized one Faculty Development Programme (FDP) on "Behavioral Remodeling of Use of ICT Tools for Classroom Delivery of Teachers" in association with E ICT Academy IIT Guwahati from 20th January to 24th January, 2020. • IQAC took initiatives to start student project from this academic year. One faculty member from each department was assigned the responsibility of Supervisor in Students' Project. It was notified that all the supervisors would involve the students of BA/BCom 6th Semester of their concerned departments as Principal Investigator/ CoInvestigator and members in carrying out the said projects. Two departments will jointly carry out one research project. • Considering the need of the surrounding locality, IQAC took initiatives to start two certificate courses (1. Plumber and Bathroom Fitting 2. TV repairing Mechanic) for 3rd semester students from the next academic year. These courses were also selected considering the students' socioeconomic background. • IQAC took initiatives to start a one year Diploma Course on Horticulture for 5th and 6th semester students. Since most of the students of the institution come from agricultural and rural background having basic agrorelated infrastructure, it is felt that course like horticulture will be beneficial for them. • With the able guidance and support from the principal, IQAC made all necessary arrangements to carry out the Diamond Jubilee research project entitled "Exploring New Economic Avenues in Jorhat District with Special Reference to Mariani and Teok LACs" This project was a joint venture of the C.K.B College, Teok and Department of Statistics, Dibrugarh, University. A committee was constituted and the Principal Investigator and Co investigators of the committee were assigned duties and responsibilities to carry out the said project.

[View File](#)**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
• To conduct special classes to prepare students for competitive examination	• Classes have been conducted
• To organize a Faculty Development Programme	• FDP on "Behavioral Remodeling and Use of ICT Tools for Classroom Delivery of Teachers" has been organized
• To introduce new Diploma/Certificate Courses	• Decisions taken followed by recommendations from authority to start one Diploma course and two certificate courses from the next academic year
• To begin Student project (two departments jointly) under the supervision of teachers	• Four Student projects have been finalized along with area of research. The projects are going on. But due to Covid situation the progress is less than expected.

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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
Governing Body	04-Feb-2021
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	30-Jun-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The institution has Management Information System. The details are as follows: <ul style="list-style-type: none"> • College Website (Both in English and Assamese). • Financial data of the college (Expenditure and Income, Preparation of Salary, Pension and other related financial data) is brought under MIS • Admission application management system • Students database, Student Information System (Information regarding Examination, College admission, hostel admission etc.) • Monthly Salary Slips of the Faculty members • Library Management system • College Academic Calendar to inform the academic activities and cultural events of the College

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

For well planned curriculum delivery, Chandra Kamal Bezbaruah College, Teok, has developed some mechanism which can be enunciated as below: i. Every year, the College in tune with the Academic Calendar of Dibrugarh University, prepares and distributes its own Academic Calendar among its students. ii. At the beginning of every year, the IQAC conducts a Power Point Presentation class among the students of the College to orient and acquaint course structure, attendance, internal assessment, sessional examinations, group discussion, seminar, and end-semester examination system. iii. The IQAC has instituted an effective mechanism for the development of the routine scientifically in accordance with credit points allocated to each course. After circulation among the Departmental Heads and discussion, the final routine is prepared. iv. The Unit/Papers in the syllabi are prepared after a thorough discussion among the faculty members of every department and distributed thereafter. v. The teaching plans in every department are prepared under strict monitoring from the IQAC on the basis of the units/papers allotted. The monitoring mechanism involves regular meetings between the IQAC with the HoDs. vi. In conjunction with the rules framed by the UGC, the faculty members are encouraged to optimally utilize ICT tools while delivering lectures. The IQAC maintains a record of ICT-based classes conducted by the teaching fraternity to ensure proper utilization of the ICT-enabled classrooms of the college. vii. Academic record-keeping of sessional

examinations, group discussions/seminars, attendance etc. are maintained by all the departments. viii. According to the "Dibrugarh University Regulations for the Undergraduate Programmes in the Choice Based Credit System", in each semester two sessional examinations are held. Two co-ordinators are appointed by the IQAC for every sessional examination for the preparation of the programme, appointment of invigilators and other necessary arrangements. ix. Class tests are conducted on a regular basis additionally to keep a tab on the academic progress of the students. x. The departments also conduct separate examinations for those students who fail to appear in any sessional examination due to unavoidable reasons. xi. The benefits of ICT-based technologies are also extended to the students by training them to prepare seminar paper and to present it through the use of ICT tools. xii. To ensure effective implementation of the prescribed curriculum field visits, educational tours are also organized by departments. xiii. To analyze and improve the academic standards and the environment of the College, the IQAC conducts Student Satisfaction Survey and collects their resultant feedback. xiv. Moreover, library facilities are available both in the form of the Central Library and the respective departmental libraries. A Book Bank is also instituted to help the students from economically weaker sections periodically. xv. To enhance the academic rigour and the global outlook of the students, special talks by experts are organised by every department from time to time. XVI. The IQAC gives specific thrust to vocational courses and activities of the students for self employment and entrepreneurship development.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NA	NA

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	UG	01/06/2019
BCom	UG	01/06/2019

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	246

1.3 - Curriculum Enrichment

1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	a. Bibliotherapy as a Remedial Approach to Adolescent Behavioral Disorder : A Case Study (Department of English)	5
BA	b. Voice of the Voiceless: A Quest for Freedom in Ghosh's The Hungry Tide and The Shadow Lines (Department of English)	11
BA	c. Language Proficiency and Prospects of Employment : An Analysis of the English Language Learning Environment in Selected High Schools in Teok (Department of English)	9
BA	d. Growth of Educational Institutions and its Impact on Development of Scientific Temperament among the Rural People of West Teok Panchayat and Jhanjimukh Panchayat Area (Department of English and Sociology)	4
BA	e. A Study on the Level of Awareness about Hygiene among School Students at Teok (Department of Sociology)	6
BA	f. The Implementation of Senior Citizenship Act: A Survey in Jagduar Area of Jorhat District (Department of Sociology)	9
BA	g. Tea Garden Labourers and their Living Conditions: Study on Teok Tea Garden of Jorhat District (Department of Sociology)	18

BA	h. A Study of Teacher Effectiveness of Secondary School Teachers in Relation to Selected Dichotomous Variables with Spacial Reference to Teok (Department of Education)	15
BA	i. The Impact of Government Sponsored Welfare Schemes on the Pattern of Voting in 9 No.Boloma Gaon Panchayat and 11 No. Pub Lahing Gaon Panchayat Area (Department of Education and Political Science)	4
BA	j. Socio- Economic and Political Status of the Missings: A Survey in the Ouguri Region of Teok (Department of Political Science)	3

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback from the students have been collected at a regular interval where they provide their inputs on the performance of their faculty members. The heads under which the teachers are evaluated include regularity, sincerity / commitment, communication skills, timely syllabus completion, class preparation, use of modern teaching aids (OHP / PPT), providing study material to students (e.g. e - resources, e - journals, reference books etc.), guiding students to overcome physical, emotional and learning challenges etc. Moreover, feedback is also received on various aspects of the college including canteen, library facility, internet facility, sports facility, administration etc. Feedback is also collected from the parents / guardians through suggestions in the 'Parent - Teacher Meetings', which has been done telephonically in 2020 due to the difficult situation caused by the Covid - 19 pandemic. In these telephonic conversations, the Faculty Members discuss the academic progress of the students and also related issues, as well as identify their needs and problems. The suggestions and comments given by the parents / guardians are seriously taken into account for the overall development of the institution. Moreover, the feedback obtained from alumni on curricular/co-curricular activities and the teaching learning environment helps to take academic initiatives for the overall development of the institution. The 'Planning Purchasing and Monitoring Committee' conducts meeting to prepare a budget where all HoDs and Convenors of various committees and cells submit their proposals and plan of action for the ensuing academic year. The demands of individual teacher as well as the general requirements of the departments are incorporated in the proposals submitted by the Head of each Department. The progress reports of the previous year submitted by the Heads of Departments and the Convenors of Cells and Committees are analysed for future upgradation. Feedback from teaching and non-teaching staff are also collected and actions are also taken as per recommendations and suggestions.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	UG	450	510	409
BCom	UG	150	60	39
MA	PG	30	20	18

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2.2 - Catering to Student Diversity

2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1471	18	24	Nil	2

2.3 - Teaching - Learning Process

2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
26	26	10	14	2	11

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

To monitor the academic progress of the students and to provide them necessary guidance for academic advancement and physical/psychological well being, the following steps have been adopted by the institution: i) The teachers of each department maintain individual records of the students and communicate with them for relevant academic and co-curricular matters. Social media in recent times have made the student-teacher interaction quite fruitful. ii) Annual parents-teacher meet is held to discuss the academic progress and other related matters and parents are familiarized on the vision of the institution so that it can be disseminated to the students and society as well. iii) As part of the mentoring process, faculty members pay visit to their student's home and establish communication with their family members. IQAC makes necessary arrangements for such visit. iv) At the beginning of the academic year, an orientation class is conducted by the IQAC for newly admitted students. Through this orientation make the students familiar with course structure, internal assessment, sessional examinations, group discussion and seminar, and end-semester examination system. v) All the departments maintain the academic records of the students. Marks of sessional examinations, class tests/surprise tests, records of group discussions/seminar and attendance. vi) The faculty members of each department suggest students to provide the list of difficult questions from previous question papers and these questions are discussed in during class hours. vii) To enhance the performance of the students in co-curricular activities, the last Saturday of every month is allotted for students' training in various cultural and sports activities like creative dance, classical dance, Bhupendra Sangeet, modern songs, drama, Mime, debating and quiz, photography etc. The IQAC constitutes committees for conducting such programmes and these committees prepare list of students and make other necessary arrangements including selection and invitation of resource persons. The students are benefited by such initiatives and bring laurels to the institution. viii) Students are trained and made aware about competitive examination, career avenues through various programmes organised by the Career Counselling Cell of the college. ix) The Medical Cell of the college provides primary healthcare facilities for the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1471	26	1:57

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	26	8	Nil	12

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Bijoy Krishna Pachani	Principal	Best Educationist Award by International Institute of Education and Management (IIEM)
2019	Dr. Moyuri Chetiya	Assistant Professor	Ph. D from the Department of EFL, Tezpur University, Assam

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2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	Even Semester	30/05/2019	16/07/2019
BCom	UG	Even Semester	30/05/2019	16/07/2019

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the college is affiliated to Dibrugarh University, it follows the rules and regulations regarding the internal evaluation system framed by the University. According to the "Dibrugarh University Regulations for the Under Graduate Programmes in the Choice Based Credit System" there is 20 marks for internal assessment and 80 marks for End-semester examination in each course in every semester. The marks allotted for Internal Assessment (20) in each course will be based on the following: a) Sessional Examination I (Written): 25 of the marks allotted for

internal assessment. b) Sessional Examination II (Written): 25 of the marks allotted for internal assessment. c) Seminar/ Group Discussion: 25 of the marks allotted for internal assessment. d) Attendance : 25 of the marks allotted for internal assessment. The departments maintain the academic records of the students-the marks they obtain in sessional examinations, group discussions/seminar and attendance. The internal marks duly signed by the HoDs are submitted in proper format to the university by the Principal. At the beginning of the academic year, an orientation class is conducted by IQAC for newly admitted students to make them familiar with course structure, attendance, internal assessment, sessional examinations, group discussion and seminar and end-semester examination system. Throughout the semester, the internal assessment is done in a continuous basis through which the performance and progress of the students are constantly monitored. To make the continuous internal evaluation process more effective, the departments are given adequate freedom to adopt additional measures for the improvement of students' academic performance. The departments conduct additional class test/random test to assess the progress of the students. The students having grievances about the marks obtained by them in sessional examinations are allowed to verify their evaluated answer scripts to clear doubts. If a student is unable to appear in any sessional examination for unavoidable reasons, the concerned department allows the student to appear in a separate examination. In addition to group discussion and seminars which are mandatory part of internal evaluation system, the departments also involves students in departmental projects funded by the college authority. In case of seminar paper preparation, the concerned teacher provides the students necessary guidance regarding selection of topic, collection of data, reading and arrangement of information, structure of seminar paper, bibliography etc.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of the academic year, a special committee is constituted by IQAC to prepare the academic calendar of the institution. In preparing the Academic Calendar, the institution follows the Academic Calendar of Dibrugarh University. The draft of the academic calendar issued by Dibrugarh University for General degree colleges and other affiliating institutes is attached with the academic calendar of the college. The Academic calendar provides all the information regarding schedules the academic activities, the dates of commencement of the semesters, the dates for sessional examinations etc. As per the stipulated time mentioned in the calendar, two sessional examinations are conducted and results are published in departmental notice board on time. The departments conduct group discussions and seminars as part of internal evaluation system. For the end semester examinations, the college follows the notifications of Dibrugarh University. Moreover, the holiday list prepared by Dibrugarh University is also strictly followed in preparing the academic calendar. In addition to the holidays listed by Dibrugarh university, the dates of the College week, College foundation Day, Students' Union Election are clearly mentioned and strictly followed according to the Academic Calendar. Two sessional examinations are held for each semester for which IQAC appoints two co-coordinators for each sessional examination for preparation of programme, appointment of invigilators and other necessary arrangements. Specific dates for seminar presentation, topics for Group Discussion are notified in the notice board of each department.

2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.ckbteok.com/academic/outcome.html>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Honours+Core	235	216	92
UG	BCom	Honours	47	45	96

[View File](#)

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.ckbteok.com/academic/sss1920.pdf>

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	180	C.K.B. College, Teok	0.3	0.3
Any Other (Specify)	180	CKB College Teok	0.4	0.4
Students Research Projects (Other than compulsory by the University)	270	CKB College Teok	0.2	0.2

Interdisciplinary Projects		270	CKB College Teok	0.2	0.2	
View File						
3.2 - Innovation Ecosystem						
3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year						
Title of workshop/seminar		Name of the Dept.		Date		
0		NA				
3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year						
Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category		
NA	NA	NA	Nil	NA		
View File						
3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement	
NA	NA	NA	NA	NA	Nil	
View File						
3.3 - Research Publications and Awards						
3.3.1 - Incentive to the teachers who receive recognition/awards						
State		National		International		
0		0		0		
3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department			Number of PhD's Awarded			
NA			Nil			
3.3.3 - Research Publications in the Journals notified on UGC website during the year						
Type	Department	Number of Publication		Average Impact Factor (if any)		
National	NIL	Nil		0		
International	NIL	Nil		0		
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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		Number of Publication				
Assamese		9				
View File						
3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index						
Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2020	0	NA	Nil
NA	NA	NA	2019	0	NA	Nil
View File						
3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2020	Nil	Nil	NA
NA	NA	NA	2019	Nil	Nil	NA
View File						
3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :						
Number of Faculty		International	National	State	Local	
Attended/Seminars/Workshops		10	39	Nil	1	
Presented papers		1	1	Nil	Nil	
Resource persons		Nil	1	Nil	1	

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3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Women's Day Celebration- A Popular Talk on Gender Equity and Women Empowerment	Women Cell in Collaboration with ACTA Jorhat Zone	22	45
Cutting and Tailoring Programme	Women Cell in Collaboration with Alumni Association	4	20
Exhibition cum Sell	Women Cell	8	25
Workshop on food Preservation, Toy Making and Artificial Ornaments Making	Women Cell	8	25
World Environment Day-Plantation Programme	Health and Sanitation Cell and Medical Cell	3	40
Gender Sensitization and Women Empowerment	Department of Assamese in collaboration with Jorhat Engineering College, Jorhat	1	1
Field Study on Inter State Border Dispute at Likabali (Assam-Arunachal Border)	Department of Political Science	2	35
Constitution Day Celebration (26th Nov 2019)-- A Programme on awareness among children about their rights and duties	Department of Political Science and Jogduar High School	2	120
How to Overcome Fear Academic Dilemma Caused by Covid-19 Pandemic- An Interface Programme with 6th Sem Students through Home Visit	Department of Commerce	5	35
Student Home Visit	Department of Commerce	5	39

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil

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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency /collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	Red-Ribbon Club in Collaboration with Greater Jorhat Lions Blood Bank	Blood Donation Camp	10	30
Medical Awareness Programme	Red-Ribbon Club in Collaboration with State Medical and Health Sub-Centre, Kawoimari Jorhat	Health Awareness Programme	3	15
International Women's Day Celebration- A Popular Talk on Gender Equity and Women Empowerment	Women Cell in Collaboration with ACTA Jorhat Zone	International Women's Day Celebration- A Popular Talk on Gender Equity and Women Empowerment	22	45
Exhibition cum Sell	Women Cell	Exhibition cum Sell	8	25

Workshop on food Preservation, Toy Making and Artificial Ornaments Making	Women Cell	Workshop on food Preservation, Toy Making and Artificial Ornaments Making	8	25
Yoga Programme	Health and Sanitation Cell ,Medical Cell and Yoga Center , C.K.B. College Teok	Yoga Practice	3	50
World Environment Day- Plantation Programme	Health and Sanitation Cell and Medical Cell	Environmental Protection and Plantation Programme	3	40
Field Study on Inter State Border Dispute at Likabali (Assam-Arunachal Border	Department of Political Science	Field Study on Inter State Border Dispute at Likabali (Assam-Arunachal Border	2	35
Constitution Day Celebration (26th Nov 2019)-- A Programme on awareness among children about their rights and duties	Department of Political Science and Jagduar High School	Constitution Day Celebration (26th Nov 2019) on awareness among children about their rights and duties	2	120
Gender Sensitization and Women Empowerment	Deptt. of Assamese in collaboration with Jorhat Engineering College, Jorhat	Gender Sensitization and Women Empowerment	1	1

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3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On the Job Training	Retail Management Course	Big Bazar, Jorhat	09/01/2020	18/01/2020	45

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3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
HRH the Prince of Wales Institute of Engineering and Technology, Jorhat	13/06/2019	Diploma Course in Refrigerator, Washing Machine and Air Conditioner Repairing	23

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
125	55

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing

Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing

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4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7509	2057173	203	50205	7712	2107378
Reference Books	10560	2915340	136	63461	10696	2978801
e-Books	3135000	5900	Nil	Nil	3135000	5900
Journals	6	28772	Nil	Nil	6	28772
Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	20	Nil	Nil	Nil	20	Nil
Library Automation	2	Nil	Nil	Nil	2	Nil
Others (specify)	1	Nil	Nil	Nil	1	Nil

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4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	60	1	0	0	0	10	7	7	0
Added	1	0	0	0	0	0	0	0	0
Total	61	1	0	0	0	10	7	7	0

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
150	100	350	300

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies adopted by the college for maintaining and utilizing physical, academic and support facilities include: up gradation of classroom infrastructure providing digital and ICT facilities in selected classrooms, creation of well equipped conference hall facilities well-versed with digital technology which enhance the quality of teaching- learning atmosphere of the college. Construction committee, infrastructure development committee and site selection committees have been constituted to look after the maintenance, repair and constructional work related to infrastructure development mechanism of the college. The

committee brings the requirements regarding repair work into the notice of the Principal and certifies after the work is completed. All the departments, Central Library and administrative office have computers and printers. The college adopts policies and strategies to inspire students to participate in various curricular, cocurricular activities. During the time of COVID -19 pandemic, digital platforms were provided to conduct online classes. The college adopts policies and strategies to organize cultural events, extension activities, games and sports, quiz competitions, Youth festival, webinars, workshops etc. A number of committees/cells/clubs (Extension Activities Committees, Eco Club, Career Counselling Cell, Personality Development and Placement Cell, Medical Cell, Red Ribbon Club, Tobacco Control Cell, Animal Husbandry Committee etc.) have been constituted for smooth conduct of these programmes/activities. The principal receives requisitions from the coordinators of the committees/cells/clubs and sanction funds for the programmes. The College hires service provider for the maintenance of computers, CCTV, Xerox machines, and other electrical devices. Maintenance related to such activities is recorded in the Maintenance Register of the college. The college has received grants under RUSA which have been utilized for renovation and repair of existing physical infrastructure. The construction of a new auditorium is going on. The college prepares its annual budget which reflects the plan of all departments, cells, clubs and committees for the next academic year and achievements in the current year. There is a library committee which looks after the maintenance of library and library materials. Accession and withdrawal registers are regularly maintained. The whole system is computerised. The College has book bank facilities for needy students. A book bank officer in-charge has been appointed to monitor various activities related to the book bank of the college. There is also an animal husbandry Committee which looks after Piggery and Fishery farming of the College and monitor the marketing of Fishery and Piggery products. The Indoor-Stadium management Committee which looks after the sports facilities and games and Sports infrastructure facilities of the college and also maintains records of revenue earnings generated from the Indoor Stadium. The College provides facilities for sports which include: Cricket, Football, Volleyball, Badminton, Athletics and Yoga. The big playground of the institution enhances the beauty of the campus which is used by students for various outdoor games. Efforts have been made to keep the entire college campus clean and green.

<http://www.ckbteok.com/academic/procedure.html>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Best students award 2. Educational tour facilities for meritorious students 3. Free admission to meritorious students in girls hostel (4) Financial Support for Flood effected students (5)Group Insurance for all students	1010	2759132
Financial Support from Other Sources			
a) National	UGC Ishan Uday Scholarship	35	2352000
b) International	Nil	Nil	Nil

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga class	13/11/2019	50	Vivekananda Kendra, Jorhat

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Seminar on "Employability and career guidance"	40	40	Nil	Nil
2019	Workshop on "Entrepreneurship as a career" in collaboration with North East Agriculture Technology Entrepreneurs Hub (NEATE), Assam	45	45	Nil	Nil

	Agriculture University, Jorhat.				
2020	Workshop on Academic and Career Avenues by Royal Global University, Guwahati.	30	30	Nil	Nil

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Nil	Nil	nil	Nil	Nil

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5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	BA	Assamese	Assam Women University	MA
2019	1	BA	Assamese	Dibrugarh University	MA
2019	2	BA	Assamese	KKHOU	MA
2019	1	BA	Assamese	North Lakhimpur College	MA
2019	2	BA	English	Assam Women University	MA
2019	2	BA	English	Sibsagar College	MA
2019	4	BA	Economics	Dibrugarh University	MA
2019	1	BA	Economics	Dibrugarh University	B. Ed
2019	1	BA	Education	Dibrugarh University	MA
2019	1	BA	Education	Assam Women University	MA

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT /GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nil

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5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Special training for sports and cultural activities.	Institution	480
Annual College week	Institution	400
Cultural Programme (Alumni Day, 12th October, 2019)	Institution	320

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5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2020	Best in Classical Dance Competition	National	Nil	1	CKB/BA /19/113	Mayukh Jyoti Saikia
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5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

C.K.B. College, Teok has a Students Union. The Representative of students are elected through election. The representatives for the year 2019-2020 are: (i) President - Madhurjya Saikia (ii) Vice President - Rishabh Jyoti Borah (iii) General Secretary - Chandan Dutta (iv) Assistant General Secretary - Kaushik Phukon (v) Sports Secretary - Gobin Borah (vi) Magazine Secretary - Moukuhi Boruah (vii) Literary Wall Magazine Secretary - Porishmita Saikia (viii) Debating Secretary - Parikshit Borah (ix) Cultural Secretary - Ruprekha Dutta (x) Boys Common Room Secretary - Deepjyoti Boruah (xi) Girls Common Room Secretary - Prarthana Hatiboruah (xii) Festival Secretary - Debashish Gogoi (xiii) Social Service Secretary - Chimpi Boruah The representative from this union body is generally incorporated with the development of the college under the wings of RUSA Committee, college planning and Development committee and IQAC and some other committees constituted by college authority. Students Union helps students in various sports and academic activities.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

470

5.4.3 - Alumni contribution during the year (in Rupees) :

65400

5.4.4 - Meetings/activities organized by Alumni Association :

The Alumni Association of C.K.B.College, Teok was constituted in the year 2002. From then onwards, it is associated with various developmental activities of the college. Moreover, it is also associated with various extension activities organised by the institution. The Alumni Association of the College has celebrated the Alumni day on 12th October 2019. The State Govt of Assam under untied fund for the year 2019-2020 under Mariani LAC has granted Rs. 5 Lacs for construction of Alumni Bhawan. The construction of the Bhawan is going on.

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management adopts participative and democratic style in decision making process of administration, academic and other areas of the institution. It ensures participation of teachers' representatives of students, guardian representation in the composition of 'Governing Body', the highest administrative body of the college. In the composition of 'Academic Committee' the teachers play an active role in decision making process. Moreover, the management also tries to involve each and every member in various matters of the college by incorporating them in different committees/Cells/ Clubs like Literary Club, Extension Activities Cell, Career Counselling Cell, Disaster Management Cell, Women Cell, Construction committee, Examination committee, Admission Committee, Disciplinary Committee, Library Committee, Prospectus Committee, Campus Development Committee etc. IQAC has the freedom to formulate various policies for the quality enhancement of the institution. For smooth functioning and continuous progress of the institution, the Principal gives freedom to all the departments, committees and cells to plan academic activities keeping in mind the benefit of the students and the overall development of the institution. All HoDs and the coordinators of different committees and cells prepare plans and Budget for every academic year. Generally, such plans and proposals are placed in the meeting organized by "Planning, Purchasing and Monitoring Board" in each academic year. The departments and cells prepares the entire plan for various activities (Popular Talk, Awareness Programme, Special Lecture, Extension Activities etc.) and execute it through discussion with the Principal and IQAC. The Principal constitutes committees among the teaching and non-teaching staff to organize some special programme like Foundation Day of the college, Farewell ceremony of any retired faculty member, office staff etc.

6.1.2 - Does the institution have a Management Information System (MIS)?

Partial

6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The institution follows the curriculum developed by the Dibrugarh University. • The IQAC of the college develops plans and strategies for academic matters

	<p>and take feedback from the students on curriculum aspects. The IQAC monitors the academic activities of the departments of the college, give suggestions for developments and communicate with the authority to take necessary measures. The institution has introduced following certificate courses: • Retail Management: • Skin Care Beautician: • Food Processing: • Cutting Tailoring: The Institution has introduced the following Diploma Course • DTP and Computer Hardware Repairing .: One Year Diploma Course • Metal Fabrication : One Year Diploma Course • Piggery Fishery Farming : One Year Diploma Course. This course is continued in collaboration with fishery Department, Govt. of Assam. • Refrigerator, AC, Washing Machine and Household Goods Repairing Technician : One Year Diploma Course. This course is continued in collaboration with HRH, POWIET, Jorhat and syllabus is prepared by POWIET. • Electrician in Technician: Two Year Diploma Course. The course is continued with the collaboration of POWIET. The syllabus is prepared by the Electrical Department of POWIET.</p>
Teaching and Learning	<p>1. The Academic Committee of the college designs the academic calendar, daily class routines and allotment of classes to the faculties. The overall responsibility is entrusted to the IQAC of the college to monitor the entire teaching learning process. Each department prepares teaching plan and model question bank. 2. Special leave is granted to the faculty members for participating in workshop/seminar etc. 3. An API screening committee was constituted under the chairman ship of the Principal. 4. Digital Class: IQAC monitors the conducting of class using LCD projector and keeps record of Digital classes. 5. Seminar and Group discussions are regularly organized. 6. Feedback is taken from students at the end of every unit by every department. 7. Departments arrange special classes for students on preparation of seminar papers. 8. Each department has completed one research project with active participation of students. 9. In addition to the compulsory sessional examinations the departments of the college also conducts random class test. 10. Guest lecture programmes are arranged</p>
Examination and Evaluation	<p>1. Preparation of examination schedule of all internal examinations is prepared and circulated in advance. 2. Results are analyzed after every final examination for taking appropriate action to improve the quality. 3. The college follows the rules and regulations prescribed by Dibrugarh University. 4. The examination committee of the college adopts necessary measures to conduct sessional examinations, semester examinations, group discussions, seminars etc. 5. With the help of Academic Committee, IQAC monitors the entire internal assessment system</p>
Research and Development	<p>• Financial Support provided for every department to conduct Minor Research Project. • The college has a research committee which encourages research activities in the college. • Encourage the teachers for Minor and Major research project. • The committee recommends the various MRPs to the funding agencies and guides the facilities for research work. • Provide duty leave for participation in the International/National seminar/workshop etc. • Equally students are also nurtured with research activities through seminar, group discussion, field work programmes.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>• The library committee of the college takes necessary steps for the proper functioning of the library. It also suggests library officials to eradicate the problems in library maintenance. The building committee and the purchase committee under the IQAC recommended the authority for infrastructural development of ICT. During this academic year the college purchase 207 nos. text books with Rs. 44,394/- (Forty Four thousand three hundred ninety four only) and 63 Nos. Reference books with Rs. 27,265/- (Twenty seven thousand two hundred sixty five only). • Separate Reading room for teachers and students. • Newly construction of Language Lab. • Construction of the New Auditorium is going on.</p>
Human Resource Management	<p>For smooth functioning and continuous progress of the college, the Principal gives freedom to all the departments, committees and cells to plan academic activities keeping in mind the benefit of the students and the overall academic atmosphere of the institution. All HODs and the coordinators of different committees and cells prepare plans and Budget for every academic year. Generally, such plans and proposals are placed in the meeting organized by "Planning, Purchasing and Monitoring Board" in each academic year. • Under the able guidance of IQAC, the departments and the Cells, Clubs and committees adopt necessary measures for maximum utilization of human resources. • Participation of faculty members in RC/OC/STC in different HRDC of the country is always encouraged. • Faculty development programme is conducted.</p>
Industry Interaction / Collaboration	<p>• The institution has collaboration with the following organizations to conduct the following courses- • Piggery and Fishery Farming Diploma Course: Fishery Department, Govt. Of Assam. • Research Consultancy : Dibrugarh University • Electrical Technician Two Year Diploma Course: HRH, POWIET, Jorhat. • Metal Fabrication: JIST, Jorhat. • Plumber and Bathroom Fitting:</p>

	ITI, Jorhat • DTP and Computer Hardware Repairing One Year Diploma Course: JIST, Jorhat • Diploma in Horticulture: Assam Agriculture University, Jorhat • TV Repair Dish TV Technician: • Refrigerator, AC, Washing Machine and Household Goods Repairing Technician (MOU with HRH POWIET) : One Year Diploma Course • MOU with Krishna Kanta State Open University: BA and MA course .
Admission of Students	• In the beginning of new academic sessions the advertisements are published in local news papers and college website for admission of the students. • In the college prospectus academic calendar, course fees, course offered by the institution are reflected and in the college website all the necessary information are uploaded. • Reservation of seats for special categories in addition to the ones recognized by the government of Assam. • On merit basis students are admitted both in the Arts and Commerce stream.

6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college website has been updated and linked with college MIS
Administration	In the tune with the national policy and considering its quickness, accuracy and cost effectiveness, the institution has focused on e-governance in most of its operational areas. In some areas the institution has achieved full automation and in certain areas efforts are being progress to attain full automation. The e-governance practices in under mention areas: • Although full automation is not achieved in these areas but certain key areas are covered under e-governance. These are: • Admission notices to the heads of the departments are served through e-mails and whatsapp. • Departments are communicated through e-mail and whatsapp. • Advertisements for recruitments of teaching and non-teaching posts are published through web site besides newspaper. • E- Tender.
Finance and Accounts	The following exercises are made through online. • Income Tax deductions , payments are processed through online. • Payments of electricity bill/ telephone bill are online. • Preparation of pay bills, submission and disbursements through online.
Student Admission and Support	• In the beginning of new academic sessions the advertisements are published in local news papers and college website for admission of the students. • In the college prospectus academic calendar, course fees, course offered by the institution are reflected and in the college website all the necessary information are uploaded. • On merit basis students are admitted both in the Arts and Commerce stream. • Admission notice is published through the college web site. • Selection list of students are displayed on website. • Admission dates are uploaded on the web site and payment of admission fees are made online. • Examination related notices are uploaded through college web site.
Examination	1. The college follows the rules and regulations prescribed by Dibrugarh University. 2. For smooth conduct of examination a committee is formed with Principal as O.C. and two other Teaching Faculty as A.O.C. The examination committee of the college adopts necessary measures to conduct sessional examinations, semester examinations, group discussions, seminar presentations etc. 3. The internal assessment evaluation system has been implemented by the IQAC with the help of academic committee.

6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NA	NA	NA	Nil
2019	NA	NA	NA	Nil

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6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Behaviour Remodeling and use of ICT tools for class room delivery of teachers.	nil	20/01/2020	24/01/2020	20	Nil

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6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term course	1	27/01/2020	02/02/2020	7
Refresher Course on Machine Learning"	1	29/01/2020	11/02/2020	14
Faculty Development Programme	22	20/01/2020	24/01/2020	7

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6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	6	Nil	18

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
<p>Well equipped common room. Separate departmental rooms for each department with computer and WIFI facilities. College canteen with subsidies rates. Health check up facilities provided by medical cell. Yoga camp have also been organized which have also been strongly motivated the facilities and staff to adopt for better healthy life. Staff annual gathering celebration.</p>	<p>Well equipped common room. Well equipped room with computer facilities and WIFI facilities. College canteen with subsidies rates. Health check up facilities provided by medical cell. Yoga camp have also been organized for healthy life. Staff annual gathering celebration.</p>	<p>Common room facilities for both boys and girls. Health check up facilities provided by medical cell. College canteen with subsidies rates. Library facilities with book bank facilities for economically backward students. College also provides monetary aid to the economically poor students. Yoga camps are also organized for students. Computer facilities are available for students. Wi-fi facilities for students in library.</p>

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

The accounts are regularly audited by the government auditor and internal auditor. The internal auditors are appointed by the G.B. and the internal audit system has been adopted as a continuous process. The audit report is presented before the Governing Body. After getting approval, it is furnished to the Director of Higher Education, Govt. of Assam. On the other hand the external audit or the government audit is done by the government annually. In case of any audit objection it is placed before the Governing Body and the GB authorized the Principal to meet the objection.

6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil

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6.4.3 - Total corpus fund generated

4614484

6.5 - Internal Quality Assurance System

6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	IQAC of the College with the help of Academic Audit committee.	Yes	IQAC of the College with the help of Academic Audit committee.
Administrative	Yes	Audited by Chartered Accountant.	Yes	Auditors employed by the Assam Govt. department of higher education, Assam

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

The college has developed a mechanism for regular parent teacher interaction. Each department organizes parent teacher meet periodically to consult various problems faced by the students. Such meetings primarily focus on: 1) Academic progress of students 2) Attendance of the students 3) Any problems (economic, social, psychological etc.) faced by the students

6.5.3 - Development programmes for support staff (at least three)

1. Periodical Computer training programme. 2. Faculty Development Programme on Behavioural Remodeling and use of ICT Tools for Classroom Delivery of Teachers. (20th January 2020 to 24th January 2020) 3. Seed money provided to Each Department to carryout Minor Research Project

6.5.4 - Post Accreditation initiative(s) (mention at least three)

As per recommendations of the NAAC Peer Team visited in the year 2015, the college has initiated many academic, infrastructure Development and Extracurricular programmes for the greater benefit of the college, such as - Introduction of Vocational courses to enable employability and skill development such as 1. Diploma in Horticulture. 2. Certificate course on TV Repairing. 3. Certificate Course on Plumber and Bathroom Fitting. 4. Opening BA MA Course under Krishna Kanta Handique State open University.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	popular Talk on Liberalism and India. (Under IQAC initiative)	25/10/2019	25/10/2019	25/10/2019	62
2019	FDP on Behavioral Re modelling and use of ICT	20/01/2020	20/01/2020	24/01/2020	20
2019	popular Talk on How to do Historical Research at Under Graduate Level (Under IQAC initiative)	24/09/2019	24/09/2019	24/09/2019	42
2019	Popular talk on Formation of Reading Habit. Organized by Department of Education. Speaker- Santanu Tamuli. (Under IQAC initiative)	08/04/2019	08/04/2019	08/04/2019	85
2019	Special talk "Education , Behaviourism and Contemporary Society" -Dr. Dhiren Kalita. Organized by Department of Sociology Retd Associate Professor Kakajan College (Under IQAC initiative)	21/09/2019	21/09/2019	21/09/2019	110

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on Food Preservation, Toy Making and Artificial Ornaments making	05/08/2019	10/08/2020	25	Nil
150 years Gandhi Jayanti Celebration : Essay Writing Competition Poster Competition Speech Competition	01/10/2019	02/10/2019	30	22

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Existence of plastic-free environment in the college premises. 2. Existence of a Tobacco-Free Environment in the college premises. 3. Tree plantation. 4. Use of Solar Power 5. Rainwater Harvesting

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	21/09/2019	1	Opening Ceremony of College Disaster Management Plan	Disaster Management related issues	208
2019	1	1	28/08/2019	1	Medical Awareness Programme at Kawaimari Gohain Gaon Sub-centre with Kawaimari State Health Centre	Health related issues	200
2019	1	1	31/10/2019	1	Workshop on Entrepreneurship as a Career in collaboration with North East Agriculture Technology Entrepreneurs Hub (NEATE), Assam Agriculture University, Jorhat	Entrepreneurship	60
2019	1	1	21/08/2019	1	Students and Faculty of Department of English conducted Adolescence Education Programme (AEP) in Ben Garden High School Teok on Bibliotherapy	Bibliotherapy	153
2019	1	1	26/11/2019	1	Celebration Constitution Day of India at Jagduwar High School, Teok	Importance of Constitution Day	62
2019	1	1	01/06/2019	1	Started KKHSOU centre	Distance Education	71
2019	1	1	01/11/2019	1	Taekwondo and Badminton Practices at Indoor Stadium	Indoor Games	37
2019	1	1	01/11/2019	1	Indoor stadium provided on rent basis	Indoor Games	37
2019	1	1	01/07/2019	1	College field for sports training purposes	Outdoor Games	60
2019	1	1	26/09/2019	1	Awareness programme on Road Safety and New Traffic Rules in India 2019 in collaboration with DTO, Jorhat	Road Safety	205

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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus 2019-2020	01/06/2019	The rules and regulations prescribed by the college authority are strictly followed and to monitor the same various committees and cells are empowered.
Academic Calender 2019-2020	01/06/2019	The rules and regulations prescribed by the college authority are strictly followed and to monitor the same various committees and cells are empowered

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2019	05/06/2019	20
International Women's Day	08/03/2019	08/03/2019	115
World Aids Day	01/12/2019	01/12/2019	16
Independence Day	15/08/2019	15/08/2019	15

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7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic free campus, 2. Use of noise friendly generators, 3. Promoting/encouraging plantation of trees (every member plants one sapling on their birthdays in the college), 4. Initiated use of segregated dustbins in the campus, 5. Initiative taken for waste management (also e-waste management), 6. Initiative taken for rain water harvesting, 7. Existence of a green campus environment, 8. Existence of a calm and silent campus due to its geographical location since it is far from urban settlement. 9. Uses of solar power.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

I. STUDY TOUR- 1. Objective of the study: Learning about a new place, its culture, language, tradition with tenacity enhances the skills of a student. For this constituent to impart into the lives of the students, the college has taken initiatives to arrange educational or study tours to different states/UTs so that the cultural connectivity among the students lies to a great extent. The main objectives of the practice were: a. To introduce the importance of cultural exchange among the students so that they develop new insights and knowledge of the same. b. To support the students of the institution by providing adequate financial assistance for taking up the educational tours. 2. PRACTICE: a. An educational excursion was organised by the college under the "Ek Bharat Shreshtha Bharat" scheme where the students were taken to Delhi, Agra and Jaipur to foster knowledge of the culture, language, traditions etc. of those places during the month of October, 2019. The Principal, C.K.B. College, Teok had sanctioned Rs.1,18,779 for that trip where 27 nos. of meritorious students were taken to aforesaid places headed by faculty members of the institution. b. Simultaneously, there was another study tour to Digha and Kolkata funded by the college during the same period. The college sanctioned Rs.57,213 for the tour where 37 nos. of students were taken to learn and gain knowledge about the destinations. 3. SUCCESS: It is observed that the educational tours contributed immensely to the knowledge base of the students. They not only visited new places, but also experienced new cultures, traditions, language, and customs of the same and got benefitted with adequate exposure of different people and places. The educational tours helped the students to attain new dimensions and learn new things which are believed to contribute to overall growth of the students. II. INTER DEPARTMENTAL RESEARCH PROJECT: The institution has taken unique initiatives for promotion of research activities among the teachers with the objectives of development of research culture and promotion of quality in general. With self-generated fund the institution carried out 14 projects, out of which eight projects has been done by eight departments of the college, 4 have been the outcome of the joint venture of two departments (pair of two departments 4 pair from eight departments). One of the projects was a special project additionally done by Department of English and rest is the Diamond Jubilee project.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.ckbteok.com/academic/bestpractice.html>

7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Students enrolled in the college are mostly with economically poor background. Keeping these conditions in view the institution sets its unique vision to identify the thrust area for self-employment avenues. The college has started a number of initiatives for developing self-employability and entrepreneurship skills such as starting of a piggery farm, a banana farm and developed two fisheries associating respective courses. In effort of development of self-employability among students our focus is on generating proper attitude, work ethics and practical knowledge among students. With these objectives in view we involved the students with the management process of these farms and encouraged them to start such activities at individual level. As a response to our initiatives some students have started agro farming and set example as entrepreneur. The institution offers provision of Group Insurance policy for all students under scheme Jeevan Prakash of LIC for the year 2019-20.

Provide the weblink of the institution

<http://www.ckbteok.com/academic/disti.html>

8.Future Plans of Actions for Next Academic Year

According to our plan of last academic year we have already taken a number of initiatives for development of self-employability among the students with special emphasis on development of agro-entrepreneurship which include piggery farming, banana farming and fishery. For the next academic year our focus will be on extension of the farming activities. We are planning for opening a course on Horticulture and also a farming bed and to engage the students to have practical knowledge in this field. In addition to that systematic initiatives will be taken for nurturing them for the present day job market. Our goal is also to extend our services to the community surrounding us in different spheres such as environmental, health, social, economic etc. so that they can have adequate guidance and knowledge in aforesaid spheres of life.